

Date: [Insert Date]

To: [Contractor Name/Company Name]

Address: [Contractor Address]

Subject: Invitation to Bid - Property Maintenance Project

Dear [Contact Person Name],

You are formally invited to submit a bid for the maintenance project located at [Property Address/Name]. We are seeking a qualified contractor to provide services for [Brief Description of Work, e.g., Landscaping, HVAC Maintenance, or General Repairs].

Project Overview:

- **Scope of Work:** [Briefly list key tasks or attach a detailed specification sheet]
- **Project Duration:** [Start Date] to [End Date]
- **Site Visit:** [Date and Time, if applicable]

Submission Requirements:

Please include the following in your proposal:

- Detailed breakdown of costs (labor and materials).
- Proof of insurance and relevant licenses.
- Estimated timeline for completion.
- References from similar projects.

Deadline for Submission: [Insert Date and Time]

Bids should be submitted via [Email Address or Physical Address]. Late submissions will not be considered.

If you have any questions or wish to schedule an inspection of the premises, please contact [Name] at [Phone Number] or [Email].

We look forward to receiving your proposal.

Sincerely,

[Your Name/Title]

[Company Name]

[Phone Number]